

November 24, 2003

MEMORANDUM FOR AGENCY CHIEF FINANCIAL OFFICERS

FROM: ASSISTANT COMMISSIONER
FINANCIAL OPERATIONS

SUBJECT: Preparations for Treasury Check Information System

The Treasury Check Information System (TCIS) is coming in 2004. To ensure awareness, we have communicated with our customers on this subject through the annual Check Claims Agency Conference for the past three years. While we expect the implementation to be smooth, this event could have some implications for your agency. The information in this letter should provide you with the information your agency will need to successfully manage this transition.

In the event you are unfamiliar with TCIS, it is the system that will replace the Check Payment & Reconciliation (CP&R) system that was implemented in 1986. That system currently is responsible for the reconciliation of the accounts of each disbursing officer authorized to issue U. S. Treasury checks and the reporting of the balances and summary accounting results to the Treasury's central accounting system; for the payment of checks through Federal Reserve banks and collection of overcharges to the Treasury's account; and for the settlement of claims from payees for lost or stolen U. S. Treasury checks. Most agencies interact with the system as part of the check claims process, which provides the status of checks and claims cases in progress.

How will TCIS differ from the CP&R system? TCIS will provide agencies with at least the same functionality that the current system provides. The formats for files currently exchanged between the CP&R system and agencies will not change. Non-Treasury disbursing offices will be able to verify the receipt and processing of their issue transmittals and will be able to view errors on rejected transmittals. Agencies will be able to submit check claims inquiries on-line and will be able to look at the history of previously submitted inquiries and claim cases. In addition, access to the system will only require Internet Explorer version 5.5 or higher, rather than dial-in access. We anticipate that the inquiry screens will be similar to those used by your agency today. Notification of the status of files or updates on the status of our processing of individual claims may be provided to the recipient via email, if preferred, based on mutual agreement.

TCIS will reside on the Treasury Web Application Infrastructure (TWAI) and will be operated by the Federal Reserve Bank of Philadelphia. Much of the paper documentation that is sent from and returned to FMS related to the check claims process will be processed by the FRB and virtually all documentation will be imaged upon receipt.

In addition to the above information, we have created a TCIS web page. The address is: www.fms.treas.gov/tcis. We will include general questions and answers, information about security and the forms that will need to be completed, project status including implementation plans, and many other pieces of information that will be useful in your planning. Please encourage your staff to access the web page and sign up for email notifications of updates as they occur.

If your staff has any questions or concerns with any of the information in this letter or the progress of the TCIS initiative, please direct them to Joan Pesata, TCIS Project Manager, on (202) 874-8031.

Thank you for your continued support and cooperation in this effort.